# **UPLOAD PUA DOCUMENTS**



Step 1: Click "Check Your Claim Status"



Step 2: Choose the Appropriate Document Type You Want to Upload



## Step 3: Select a Method to Edit and Upload Documents

## Fill out electronically

Fill out the document by using a free online editor application such as <u>Adobe PDF Editor</u> or <u>DocuSign</u>. Save it to a folder in a location that you can easily access.

#### Scan with a scanner

Select the PDF file format option before scanning. Follow the scanner manufacturer's directions to scan each document to your computer or USB drive. Save it to a location on your computer or USB drive that you can easily access.

#### Use a scanning app

Download a free scanning app on your smart phone such as Google Drive, <u>CamScanner</u>, and Genius Scan. Use the scanning app to take pictures of each page of the <u>document</u>, <u>and</u> save it as a PDF in a location that is easily accessible.

#### Take a picture

Take a picture of the document with your smart phone or tablet. E-mail the image to yourself or save it to the cloud. This will allow you to access it from your computer.

#### Things to Remember when Uploading

## PDF is the preferred document type

It is best to save your document in PDF. Saving as another file type (JPG, JPEG, TIF, TIFF, DOC, DOCX, CSV, XLS) sometimes results in poorer quality and larger file sizes.

If your document is in Microsoft Word rather than in PDF, select "File" and then "Save As". In the dropdown, choose "PDF" as the file type. When you upload the document select the PDF file.

## If your document is bigger than 2.5 MB

Crop out the unwanted parts of the document.

Opt for grayscale or black & white.

Lower the document resolution.

## If there is an error when you upload the document

Make sure your document is saved in the correct file type (PDF, JPG, JPEG, TIF, TIFF, DOC, DOCX, CSV, XLS) and is within the size limit of 2.5MB.

Verify that your file name does not contain any special characters other than the period before the file type.